

CALIFORNIA OLMSTEAD ADVISORY GROUP ROLES AND RESPONSIBILITIES

Section V., A. of the California Olmstead Plan calls for the establishment of an Olmstead Advisory Group, which includes consumers and stakeholders, to provide continuing input in the review, implementation, and updates to the Olmstead Plan.

I. ROLES and RESPONSIBILITIES

A. Advisory Group Members

- **Role:** Members are responsible for representing the perspective and interests of their constituency, including programs, services, data and resources about which they have knowledge. Each member will be expected to keep her/his constituency informed about Olmstead implementation activities.
- **Responsibilities:** The Advisory Group will work with the designated state staff to develop options leading to the full implementation of the Olmstead Plan. Including:
 - ❖ Developing recommendations for future actions calling for consumer and stakeholder input in
 - Identification of data needs
 - Review of the conceptual design for comprehensive service coordination
 - Assessment, diversion and transition procedures
 - Improving consumer information and information distribution systems
 - Review program activities for consistency with Olmstead principles

B. Advisory Group Chair

- Advisory Group members will elect the Chair. Chair responsibilities include:
 - ❖ Approve agendas and lead the meetings with support from the facilitator
 - ❖ Request that members accept tasks necessary for the fulfillment of the team objectives
 - ❖ Manage progress toward objectives
 - ❖ Make presentations to the Long Term Care Council

C. Facilitator

- The Facilitator will be a CHHS department staff and will be responsible for managing the Advisory Group meeting process,

preparing the chair and members for successful, productive meetings and helping the Group achieve its objectives.

- Routine activities would include:
 - ❖ Attending regular Advisory Group meetings
 - ❖ Developing and tracking the Workgroup's deliverables list
 - ❖ Preparation and advance distribution of agendas and materials for regular meetings
 - ❖ Making sure meetings and materials are accessible to people with disabilities
 - ❖ Manage/facilitate meeting dynamics
 - ❖ Document and distribute action items/meeting notes and next steps
 - ❖ Manage all documents and maintain version control
 - ❖ Keep the process moving forward according to timelines

II. MEMBER QUALIFICATION AND SELECTION

- A. Qualifications – Individuals possessing knowledge of California's long-term care system through work experience and experience as a stakeholder, consumer, family member or through demonstrated active participation. Desirable qualifications include knowledge of the Olmstead Supreme Court decision and California's Olmstead Plan.
- B. Nominations - Persons who possess the desired qualifications and who are interested in serving on the Advisory Group may be self-nominated or nominated to represent an organization and/or association. The latter must have a letter of support from the Executive Director of the organization and/or association stating its support of the individual and that the individual can and does speak on its behalf.
- C. Application Form - Advisory Group members will be selected based on qualification and experience in or with the long-term care system. All nominations must be submitted with a completed copy of the application (see section VI.) and, if representing an organization or association, with the letter of support.
- D. Selection – For the first year, CHHS staff will review applications and will make appointments to the Advisory Group. Thereafter, active Advisory Group members will review applications and submit recommendations for membership to the CHHS staff for appointment.

III. TERMS

- A. Two Year Term – Members shall serve on a voluntary basis for two-year terms, beginning on July 1st of the year in which the member is appointed. A member may be appointed for no more than two

consecutive terms. For purposes of continuity, the fixed terms of members shall be staggered.

In 2003, the first year, half of the members will serve one-year terms the other half for the full two-year terms.

- B. Early Departure - If a member resigns from the Group prior to the end of his/her term, a new member shall be appointed in his/her place. This new member shall serve for the remainder of the previous member's term. If this constitutes a year or less time, the new member shall be eligible to serve for two more consecutive terms. Otherwise, the new member shall only be eligible to serve one more consecutive term.

IV. COMPENSATION

Members will serve without compensation, but they and a personal assistant for those with disabilities may receive reimbursement for travel to meetings, subject to the availability of funds. Expenses will be reimbursed according to state travel reimbursement policies.

V. MEETINGS

- A. State staff will contact members of the Advisory Group throughout the year to solicit ideas, share draft documents and plan future work activities. In addition, all members of the Advisory Group will meet together at least quarterly. Members will be notified of the meeting schedule for the year. Workgroup members are expected to attend as many meetings as possible. Attendance by telephone will be accommodated. If a member misses two meetings, the Advisory Group Chair will send a letter to that member encouraging his/her attendance and emphasizing the importance of having his/her expertise involved in deliberations. If a member misses any three meetings in a single fiscal year, the member's appointment may be terminated. Members of the Advisory Group may be asked to participate in subgroups with state staff to work on issues between quarterly meetings.

- B. Meetings will take place in the Sacramento area at fully accessible sites.

- C. Meeting Dates – To be determined.

VI. APPLICATION FORM

Attached